



## Design Phase Overview

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This overview lists the Design phase inputs and outcomes necessary to develop training that is relevant, interactive, engaging, polished, and supported. Refer to the overall process checklist for additional context.

### Inputs

*What are the necessary inputs to complete this phase?*

- ☐ Audience analysis
- ☐ Learning objectives
- ☐ Content scope
- ☐ Delivery strategy
- ☐ Stakeholder analysis
- ☐ SME support

### Description/Explanation

*What are the components of the Design Phase?*

- Once the task order has been awarded (if applicable), the instructional designer(s) meet with the appropriate SMEs to create the detailed content outline. The team and SMEs then review the outline for accuracy and completeness.
- After the content outline has been approved, the entire development team and SMEs (if appropriate) convene to create the storyboards and learning activities. Once complete, the storyboards are reviewed by key sponsors and stakeholders for approval.
- The team then selects and designs an evaluation strategy for the course.
- The project management must complete the communication plan, update the workplan, and complete the logistics checklist.

### Outcomes

*What are the outcomes of this phase?*

- ☐ An instructional design plan which will serve as the blueprint for building the course materials
- ☐ An approach to evaluate the training course
- ☐ Necessary components for project management to create a communication plan, update the workplan, and complete the logistics checklist